

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment / Union"

<b>Position Title:</b>	Compliance Auditor
<b>Position Number:</b>	58108356(up to 8 positions available)
<b>Division:</b>	Business and Income Taxes Division
<b>Bureau:</b>	IWT and BTW
<b>Location:</b>	Helena
<b>Grade/Salary:</b>	13/ \$36,596
<b>Type of Employment:</b>	Permanent/Full-time
<b>Union:</b>	Yes
<b>Supplement:</b>	No (Submit University Transcripts)
<b>Hiring Supervisor:</b>	June McLeod
<b>Closing Date:</b>	December 4, 2006

The Department of Revenue is looking for numerous energetic and enthusiastic individuals who enjoy the diversity of working in both an office environment and traveling throughout Montana and other states. To perform successfully as a Business Tax Auditor you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires accounting skills, computer skills, and the ability to communicate effectively and respectfully with the public, as well as co-workers. If you have the skills to research, understand and apply laws, rules, policies and procedures as well as the ability to make sound decisions and be accountable for them, we encourage you to apply.

The main duties of the Business Tax Auditor is planning, direction and conducting of tax audits, including audits of individuals, partnerships, corporations, natural resources and other entities. This will require the ability to analyze and understand complex accounting systems as well as the ability to examine the various issues involved with multi-tiered business structures.

Additional duties include assisting with developing a compliance strategy; researching and selecting audit candidates and conducting other appropriate discovery functions; scheduling audits and conducting pre-audit investigations; formulating the department's position regarding the audit based on the facts, interpretation of the statutes, court cases, regulations, division policy and legal precedent; and updating Department Leadership on the facts of an audit that is in appeal, including providing effective rebuttal. Oral, written and face-to-face personal contact with taxpayers, CPA's, attorneys and the general public are required. Field audits may require travel throughout the nation and may be conducted by one auditor or a team of auditors.

**Competencies:** This position requires conceptual knowledge of theories and practices of auditing and accounting; knowledge of computer spreadsheet programs, word processing, and on-line technical libraries; considerable knowledge of the Montana statute, related regulations and court cases and knowledge of federal taxation. Applicant must be willing to travel and should have an interest in a career doing progressively responsible tax administrative work.

**Education and Experience:** The above knowledge, skills and abilities are acquired through a bachelor's degree in accounting or a degree in business administration, finance or public administration that included 24 upper level semester hours in accounting, or the required education to sit for the Montana CPA Exam.

**Special Information:** This position provides the opportunity to travel approximately 15% to 20% of the time to locations throughout the United States.

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue). Phone: (406) 444-9858 Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Copy of College or University transcripts.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Union:** These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

**Background Examination:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

## DEPARTMENT OF REVENUE

### Reference Check Authorization Form

Applicant's Name: \_\_\_\_\_  
(please type or print).

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date